* + - 1. **Register a co-operative society**

Section 1 – About this form

* + 1. Use this form to register a co-operative society under the Co-operative and Community Benefit Societies Act 2014 or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969.
		2. Use this form for either a new registration of a co-operative society, or for a conversion to a co-operative society from either a company or society registered under the Friendly Societies Act 1974.
		3. To register a society we need:
* this completed form
* one signed copy of the society’s rules (or two copies where not submitting electronically)
	+ - 1. This form, including any details provided on the form, will be made available to the public through the Mutuals Public Register: <https://mutuals.fca.org.uk>. Our privacy notice explains how and why we use personal data: <https://www.fca.org.uk/privacy>.
			2. Before you start completing this form you may find it helpful to read Chapter 4 of our guidance on our registration function under the Co-operative and Community Benefit Societies Act 2014: <https://www.handbook.fca.org.uk/handbook/RFCCBS>.

Section 2 – About this application

* + - 1. **2.1 What are you applying to do?**

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| --- | --- |
| * + - 1. Register a new co-operative society
 | * + - 1. [ ]
 |
| * + - 1. Convert a company to a co-operative society
 | * + - 1. [ ]
 |
| * + - 1. Convert a friendly society into a co-operative society
 | * + - 1. [ ]
 |

* + - 1. **2.2 Who should we contact about this application?**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Postal address |  |
| Telephone number |  |
| Email address |  |

Section 3 – About the society

* + - 1. **3.1 What will be the registered name of the society?** (This must be exactly as it appears on the society’s proposed rules). Please see page 24 of our guidance for further guidance on society names.

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| --- | --- |
| Society name |  |

* + - 1. All societies must be carrying out an industry, business or trade. Here we are looking to gain a practical understanding of what that is for your society.
			2. **3.2 What is the business of the society?** For example, will you be providing housing, manufacturing goods, developing IT systems etc.

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* 1. 3.3 What Standard Industrial Classification code best describes the society’s main business? Where more than one code applies, please select the code that you feel best describes the society’s main business activity. You will find a full list of codes here: <http://resources.companieshouse.gov.uk/sic/>

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* + - 1. We need to be satisfied that the society is a bona fide co-operative society. Chapter 4 of our guidance provides more information about how we approach this. We generally consider something to be a bona fide co-operative where it is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise.
			2. **3.4 Please describe the members’ common economic, social and cultural needs and aspirations.** In answering this question, please make sure it is clear what needs and aspirations members have in common.

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* 1. 3.5 How will the society’s business meet those needs and aspirations? You have described the society’s business answer to question 3.3, and in question 3.4 you have described the common needs and aspirations of members. Please now describe how that business meets those common needs and aspirations.

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* + - 1. **3.6 How will members democratically control the society?** For example, will the members elect a board at an annual general meeting; will all members collectively run the society.

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**3.7 What will the society do with any surplus or profit?** For instance, will you pay a dividend to members (and if so, on what basis); will money be reinvested in the business; put into reserves; used for some other purpose?

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* + - 1. In order to satisfy ourselves that the society is a bona fide co-operative, we need to understand the society’s relationships with other key stakeholders.
			2. **3.8 Please state any close links which any of the founding members or directors has, or intends to have, with any society, company or authority.** ‘Close links’ includes any directorships or senior positions held by directors or founding members of the society in other organisations.

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1. 3.9 On what date do you want the society’s financial year to end? This is the date the society’s financial year will end, every year after the society is registered. If you have a preference (e.g. 31 March) please specify that here. If you do not select a date the society will be given the anniversary of the last day of the month it was registered in.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | / |  |  |

Section 4 – The society’s rules

* + - 1. **4.1 If you have used a sponsoring body to submit this application please include their details here.**

|  |  |
| --- | --- |
| Name of sponsoring body |  |
| Name of model rules |  |
| Signature on behalf of sponsoring body (unless submitted by email by the sponsor) |  |
| Date |  |

* + - 1. The Act requires rules of societies to make provision for all of the matters listed below. If you have not made provision for all of the matters listed below we will not be able to register your society.
			2. **4.2 Please complete this table**

|  |  |
| --- | --- |
| Provision required by the Act | Number of the rule(s) covering this E.g. ‘2.3-2.7’ |
| The society’s name |  |
| The objects of the society |  |
| Place of the society’s registered office, to which all communications and notices may be addressed |  |
| The terms of admission of the members, including any society or company investing funds in the society under the provisions of the Act |  |
| The method of holding meetings, the scale and right of voting, and the method of making, altering or rescinding rules |  |
| The appointment and removal of a committee (by whatever name) and of managers or other officers and their respective powers and remuneration |  |
| The maximum amount of the interest in the shares of the society which may be held by any member otherwise than by virtue of section 24(2) of the Act |  |
| whether the society may contract loans or receive moneys on deposit subject to the provisions of this Act from members or others, and if so under what conditions, under what security, and to what limits of amount |  |
| Whether any or all shares are transferable, and provision for the form of transfer and registration of shares, and for the consent of the committee to transfer or registrationWhether any or all shares are withdrawable, and provision for the method of withdrawal and for payment of the balance due on them on withdrawing from the society |  |
| Provision for the audit of accounts in accordance with Part 7 of the Act |  |
| Whether members may withdraw from the society and if so how, and provision for the claims of the representatives of deceased members and of the trustees of the property of bankrupt members (or, in Scotland, members whose estates have been sequestrated), and for the payment of nominees |  |
| The way in which the society's profits are to be applied |  |
| If the society is to have a common seal, provision for its custody and use |  |
| Whether any part of the society's funds may be invested, and if so by what authority and in what way |  |

Section 5 – converting to a society

You only need to complete this section if you are converting from a company or friendly society to a co-operative society. If this does not apply to you please move on to section 6.

1. Requirements

If you are converting a company into a society, three copies of a special resolution to convert the company, with the following information included in the resolution:

* Company name & number
* Date the resolution was passed
* Names of three members appointed to sign the society’s rules and to either: accept alterations to the rules made by the FCA without further consulting the company; or lay any such alterations before a general meeting of the company for acceptance
1. Details
	1. 5.1 Please provide details of the friendly society or company you are converting from.

|  |  |
| --- | --- |
| Name |  |
| Registration number |  |
| Registered office address |  |
| Postcode |  |

Section 6 – Member details

* + - 1. **6.1 Please provide the details of the secretary below.** All societies must have someone fulfilling the role of secretary.

|  |  |
| --- | --- |
| Name |  |
| Month of birth |  |
| Year of birth |  |
| Signature |  |
| Date |  |

* + - 1. **6.2 Please provide the details of 3 members below.**

|  |  |
| --- | --- |
| Name |  |
| Month of birth |  |
| Year of birth |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Name |  |
| Month of birth |  |
| Year of birth |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Name |  |
| Month of birth |  |
| Year of birth |  |
| Signature |  |
| Date |  |

**6.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no proposed director is disqualified under that Act:**

|  |
| --- |
| No proposed director is disqualified [ ]  |

Section 7 – Submission details

* + - 1. **7.1 Please complete the submission checklist below.**

|  |  |  |
| --- | --- | --- |
| Items |  | Options |
| The society’s rules signed by three members and the secretary | [ ]  | Two copies attached - submitting by post |
| [ ]  | One copy attached - submitting by email |
| Marked-up copy of rules showing what changes the society is making to the model rules | [ ]  | One copy attached |
| [ ]  | Not attached - not using model rules |
| [ ]  | Not attached – using model rules with no changes |
| Special resolution to convert the company to a society, including the following information:* Company name & number
* Date the resolution was passed
* Names of three members appointed to sign the society’s rules and to either: accept alterations to the rules made by the FCA without further consulting the company; or consult the company about any such alterations
 | [ ]  | Three copies attached - submitting by post |
| [ ]  | One copy attached - submitting by email |
| [ ]  | Not attached - not a company converting to a society |
| Cheque for registration fee made payable to the Financial Conduct AuthorityPlease indicate below which fee is applicable to you, then select a box on the right to show how you are paying it:[ ]  £40 - using model rules with no changes[ ]  £120 - using model rules with 1-6 changes[ ]  £250 - using model rules with 7-10 changes[ ]  £950 - using model rules with 11 or more changes[ ]  £950 - not using model rules[ ]  No fee - Friendly society converting to a society | [ ]  | Cheque attached – submitting this form by post |
| [ ]  | Cheque posted separately – submitting this form by email |
| [ ]  | No fee - Friendly society converting to a society |

Section 8 – Submitting this form

* + - 1. Please submit a signed, scanned version of your application by email to: mutual.societies@fca.org.uk
			2. Or please submit by post to:
			3. Mutual Societies
			4. Financial Conduct Authority
			5. 12 Endeavour Square
			6. London
			7. E20 1JN

This form is available on the Mutuals Society Portal: <https://societyportal.fca.org.uk>

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